

✓ STEP1 : Create a wallet



•You are required to create a dedicated wallet address to use Keihanna NAISMoN.

Please create it on your computer according to STEP1 of **【User Registration】**.

✓ STEP2 : Wallet address registration



•Register the wallet address you created in STEP1 with the Keihanna NAISMoN system.

Please register according to STEP2 of **【User Registration】**.

✓ STEP3 : Transmission of the registration form

•Please fill out and submit the registration form.



Submit the form from the link in STEP3 of **【User Registration】**.

※Note that the details of the form differ for students/faculty,staff and board members.

※After submitting the registration form, you will receive the following two e-mails.

-(Immediately after submitting the form) **【Confirmation of form submission】**

•••This will be the application form to be submitted in STEP 5.

-(a few days after the form submission) **【Confirmation of the course】**

•••This is the notice of the training session to be attended in STEP4.

✓ STEP4 : Participation in the training session



•The training session will explain how to use the system and what to keep in mind when using the system. (about 40 minutes)

※All participants are required to attend the training session.

※You are also required to submit the documents for STEP5 at the training session.

✓ STEP5 : Submission of (1) application form and (2) agreement and pledge



•Please bring the application form to the training session.

※You will receive an email after STEP3 that will serve as the application form.

Please follow the instructions in the e-mail, sign, attach a copy of your driver's license, complete the application form, and bring it with you.

•The agreement form will be handed out at the workshop, and you will be asked to fill it out on the spot.

✓ STEP6 : Start of use



•After receiving the "completion of registration confirmation" e-mail, you can start using the system.